



**LIMITED TENDER DOCUMENT  
FOR SUPPLY AND INSTALLATION OF  
24" DESKTOP NON WIDE MONITORS  
UNDER BUY BACK OFFER**

**IN  
GIS & RS DIRECTORATE,  
SURVEY OF INDIA, HYDERABD.**

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भौगोलिक सूचना पद्धति और सुदूर संवेदन निदेशालय  
GIS & REMOTE SENSING DIRECTORATE

उप्पल, हैदराबाद -500 039 (तेलंगाना)

UPPAL, HYDERABAD - 500 039 (TS)

दिनांक / Date - 07 - 2017.

सं./No.भं/S - /15-K (General)


**Subject: Supply and Installation of 24" LED (Non Wide) Monitors under buy back offer.**

Geographic Information System and Remote Sensing Directorate (hereinafter referred to as the "GIS&RS Dte", a specialized unit of Survey of India invites sealed tender(s) in **two bid format (i.e. Technical Bid and Financial Bid)** from the eligible registered firms / OEM for supply and installation of 24" LED (Non Wide) monitors under buy back offer at GIS&RS Dte, Survey of India, Uppal, Hyderabad-500039 as per the specification and buyback offer given in the schedule attached with the tender as Annexure-I.

The tender document can also be downloaded from [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in).

The Sealed tenders complete in all respect must be submitted in the tender box kept near entrance of **GIS & RS Directorate, Survey of India, Uppal, Hyderabad-500039 latest by 1000 hrs on 05/10/2017** The tenders received after the scheduled date and time will not be accepted.

Date and time of opening of Tender is **05/10/2017 at 1100 hrs** at Conference Hall, of this office. **'Financial Bid' of only those firms whose 'Technical Bid' is complete in all respect and fulfills the eligibility criteria as per Section-1, terms & conditions as per Section-2 and technical specifications as per Annexure-I.**

  
Director  
GIS & RS Directorate  
Survey of India  
Uppal Hyderabad-39

## Section-1

### Eligibility Criteria:

- (i) The bidding firm/OEM should be registered with the appropriate authorities.
- (ii) The bidding firm must enclose the registration certificate of VAT/TAX obtained from the appropriate authorities. While quoting please certify that you are paying your assessed income tax and sales tax regularly.
- (iii) Copy of Service Tax registration certificate must be attached with the bid.
- (iv) The tenderer must provide the PAN/TAN number of the firm. Copies of income tax returns filed by the firm for last 2 years should be enclosed with the tender.
- (v) If available, Certificate of providing service to any govt. organization during last 3 years should be provided.

## Section-2

### Instruction For Bidders

1. The bidder is expected to examine all instructions, forms, terms and conditions and specification in the bidding documents Failure to furnish information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in rejection of bid.
2. The tender response should be duly signed and stamped on each and every page for having accepted.
3. **Preparation of Tender**
  - (a) The Technical Bid along with requisite documents shall be placed in sealed envelope super scribed "**TECHNICAL BID**". The Price Bid shall be kept in a separate sealed envelope super scribed "**PRICE BID**". Both the envelopes shall then be placed in one single sealed envelope super scribed. "**Tender For Supply and Installation of 24" LED (Non Wide) monitors under buy back offer.**" and shall be addressed to the following (not by any name) :- **Director, GIS & RS Directorate, SURVEY OF INDIA, Uppal, Hyderabad-500039.**
  - (b) The bidder name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.
  - (c) Both the inner envelopes super scribed "TECHNICAL BID" and "PRICE BID" shall have the name and address of the Bidder so that if required, they may be returned to the bidder without opening them.



(d) If the outer and inner envelopes are not sealed and marked as required, the GIS & RS Directorate, SURVEY OF INDIA will have no responsibility for the bid's misplacement or premature opening.

(e) If for any reason, it is found that the Technical Bid reveals the Price Bid related details in any manner what-so-ever or the Price Bid is enclosed in the envelope, Super scribed, "Technical Bid", the bid documents will be summarily rejected in first instance itself.

(f) All the bid documents submitted shall be serially page numbered and contained the table of contents with page numbers.

4. **Deadline for submission of Bids:**

(a) Bids must be received by The Director, GIS & RS Directorate, SURVEY OF INDIA at the address specified not later than the time and date specified in the invitations for Bids. In the event of the specified date for submission of Bids being declared a holiday for unforeseen reason, the bids will be received up to the appointed time on the next working day.

(b) The Director, GIS & RS Directorate, SURVEY OF INDIA, may at his discretion, extend the deadline for submission of Bids which will be binding on all the bidders.

5. Bids shall remain valid for 90 days after the date of opening prescribed by the SOI. A bid valid for shorter period shall be rejected by SOI as non-responsive.

6. **Opening and Evaluation of Technical Bids.**

(a) The Board appointed by Director, GIS & RS Directorate, SURVEY OF INDIA will open all the Technical Bids in first instance on the appointed date, time and venue.

(b) During the evaluation of the bids, SOI may at its discretion, ask the bidder for clarification of his bid. The request for clarification and response shall be in writing.

(c) No bidder shall contact SOI at any matter relating to its bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the SOI, it shall be done in writing. However, all bidders are strongly advised to furnish all information in the bid it-self.

(d) Any effort by a bidder to influence the SOI, in its decision on bid evaluation, bid comparison or purchase order decision, will result in rejection of bid.

7. **Opening and evaluation of Price Bids:**  
(a) The price bid of only those bidders who has qualified in technical bid evaluation process will be considered.  
  
(b) Price shall be quoted in Indian Rupees only.  
  
(c) Arithmetical errors will be verified on the following basis: if there is discrepancy between word and figure, the higher of the two shall be taken on bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.
8. **Validity:**  
Quoted rates must be valid for a period of 180 days from the date of the closing of the tender. The overall offer for the assignment and tenderer quoted price shall remain unchanged during the period of validity.
9. **Delivery & Installation:**  
All the goods ordered should be delivered within 4 weeks from the date of the receipt of the purchase order and satisfactory installation / commissioning and handover of the equipment will be completed within 02 weeks from the date of receipt of the material at the GIS&RS Dte premises.  
  
**Satisfactory Installation:** Satisfactory installation / commissioning and handing over of the equipment mean the faultless functioning of the equipment for a minimum period of 90 days after satisfactory installation.  
  
**Liquidated Damages (LD):** If the supplier fails to perform the satisfactory installation and commissioning of the equipment and/ or which is not ready to use within stipulated time then penalty at the rate of 1% per week subject to maximum of 10% of the order value will be deducted.  
  
**Extension of Delivery & Installation Period:** If the supplier is unable to complete the project / order within the stipulated time, for which the supplier is responsible, it is required to request for the extension of the delivery period, it may be .In case the supplier fails to complete the order / project within the stipulated time, GIS&RS Dte reserves the right to cancel the contract / order and performance security / EMD may be forfeited.
10. **Guarantee / Warranty:** Tender must be quoted with the three (03) years comprehensive on-site Warranty / Guarantee and it will commence from the date of the satisfactory installation / commissioning of equipment against the defect of any manufacturing, workmanship and poor quality of components and tenderer also give the guarantee / warranty declaration in prescribed format as attached with tender as Annexure – IV.



In case supplier fails to repair / or rectify the equipment during the warranty / guarantee period, GIS&RS Dte may employ or pay other person for the repairing of the equipment, all the such damages, loss and expenses shall be recoverable from the supplier.

11. **Payment Terms:** 100% payment will be done against delivery of ordered items and satisfactory installation of the monitors.
12. If at any time the scope of work for which this job has been awarded is reduced/abandoned the payment value of this job order shall be reduced on pro rata basis by the SOI and the decision of Competent Authority shall be binding on the Agency.
13. The SOI reserves the right to accept or reject any bid due to any reasons whatsoever.
14. The Bidder shall sign his bid with the exact name of the concerned to which the contract is to be awarded.
15. The Bid documents filed by the bidder shall be typed or written in indelible INK. No over writing or cutting shall be permitted.
16. In case the bid documents submitted has deviations from specifications of terms and conditions prescribed, the bidder shall describe them in Technical Bid separately and prominently (even though the deviation may not be mentioned). It must be ensured that the price related deviations are not indicated in the Technical Bid in any manner. The SOI reserves the right to reject the bid having deviation from the prescribed terms and conditions.
17. It will be the sole responsibility of the bidder alone to execute the entire contract on his own.
18. Prior to the submission of Bids the interested bidder/authorized representative can personally inspect the GIS & RS Directorate office premises located at Uppal, Hyderabad at his own cost and prior permission during office hours (Monday to Friday between 9 am to 5:30 pm) to see existing monitors under buy back offer.
19. This is necessary to enable the bidder to gather all the information. so as to prepare the Bid accurately after taking into consideration all the relevant factors. Submission of Bid will therefore be considered as meeting the requirement of the bidders having fully read and understood the tender documents and the scope the work prescribed therein.
20. **Applicable Law:**
  - (a) The contract shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.

(b) Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Hyderabad, Telangana, India only.

(c) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Hyderabad. The decision of the Arbitrator shall be final and binding on both the parties.

(d) Force Majeure: Any delay due to Force Majeure will not be attributable to the supplier.

21. Making misleading or false representations in the bid document will lead to disqualification of the Bidders at any stage.
22. Where the bid has been signed by the Authorized Representation on behalf of the concerned, the bidder shall submit a certificate of authority and any other documents consisting adequate proof of the ability of the signatory bind of the bidders to the contract. SOI may out rightly reject the bid, which is not supported by adequate proof of the signatory's authority.
23. It should be clearly mentioned that whether the quoted rate is inclusive of taxes or exclusive. If the rate is exclusive of taxes, then the details and nature of the taxes and the total cost of item quoted should be specified. Tax exemption, if any, certificate to be attached along with the quotation.
24. The rate quoted shall be mentioned by the agency both in figure and words. There should not be any erasing or overwriting whatsoever to avoid rejection of bid. The rate quoted should remain valid for a period of 60 days from the date of opening of the bids.
25. The bidding firm should provide the details of Telephone /Mobile number of the Technical person to sort out the technical problems arises.
26. The firm will be responsible for any loss which may be caused to the Govt. on account of damage to the equipment as a result of negligence or carelessness on the part of the firm's engineers. The loss will be recoverable from the firm.
27. Quote the rates making discounts (if any) on MRP and adding sales tax on selling price only (if applicable). Quote your Net rates
28. If there is no mention of taxes etc. In the bid, the bid will be considered to be inclusive of all taxes and no extra tax will be paid in any case.
29. Please specify the approximate time required for supply after getting supply order.
30. Consigner is responsible for safe arrival of goods at the destination. Insurance will not be paid separately by this office.
31. The items intended are to be delivered free of cost at our office.



## Annexure-I

### **Buy Back Offer**

The Monitor's under buyback will be sold by this Directorate on "as is where is" basis and purchase price of these 24" LED (Non Wide) monitor's once accepted by the Directorate cannot be withdrawn by the vendor. The vendor should offer at the buyback price with adjustment of final offered price per unit. The vendor is to collect all the existing /offered Monitor's which would be vendor's responsibility to collect from this Directorate. This office will not provide any transportation.

Details of existing Monitor's for buy-back offer:

Monitors	Size	Quantity	Year of purchase
Hp Monitors	18.5"	20	2014
Hp Monitors	18.5"	06	2014
Hp Monitors	18.5"	11	2015
Hp Monitors	18.5"	02	2015
	Total	39	

### **Technical Specification for 24" LED (Non Wide) Monitors**

Requirement: 39 Nos.

Sl.No.	Component	Minimum Specifications
1	Brand	Reputed Brand like HP/Dell etc.
2	Size	24"inch non wide screen
3	Resolution	1920 x 1080
4	Contrast	1000:1 (typical)
5	Viewing angle	160 degree (horizontal) 160 degree (Vertical)
6	Connectivity	VGA
7	Adjustability	Tilt
8	Certification	Energy Star

**Annexure-II**

**BID FORM**

Tender No.

Date

To  
Director,  
GIS & RS Directorate  
Survey of India  
Uppal, Hyderabad-39

Dear Sir,

Having examined the conditions of tender and specifications, the receipt of which is hereby duly acknowledged, I/we, undersigned, offer to provide and install required 24" LED (Non Wide) Monitors in conformity with the specifications of the tender document and as per the schedule of prices attached herewith and made part of the Bid.

I/We undertake, if my/our Bid is accepted, to provide the supply and installation of 24" LED (Non Wide) Monitors under buy back offer as per your Work order.

I/We agree to abide by this Bid for a period upto 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal work order of contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by me /us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We understand that you are not bound to accept the lowest or any bid, you may receive.

Signature

Tele No(s):-

Fax No(s)

E-Mail Address:-

**Annexure-III**

**Technical Bid**

1	Name of the firm, Address and Telephone Number	
2	Name of the Contact Person, Telephone/Mobile Number	
3	<b>Detailed technical specification as per Annexure-I to be enclosed.</b>	
4	Name of the bank (With full address)	
5	Bank Account Number	
6	PAN No. (photocopy of PAN Card is to be enclosed)	
7	Last 2 years Income Tax assessment form issued by the IT Dept. is to be enclosed.	
8	Affidavit (for proprietor firm) / copy of partnership deed (for partnership firm)/registration certificate of the firm (for Pvt. Ltd/Public Ltd Co) to be enclosed	
9	(i) Date/year of commencement of business.	
10	A self-attested copy of authorized dealership certificate if the bidder itself is not the OEM.	



**DECLARATION**

1. I, ..... son/daughter/wife of Shri \_\_\_\_\_  
Proprietor/Director/authorized signatory of the Agency/firm mentioned above, is competent to sign this declaration and execute the tender documents;
  
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
  
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the bidder / Authorized person

Date:

Place:

Name & seal:



**Financial Bid**

Sr.No	Name of Item	Quantity required	Unit price	Duties and taxes	Total Price
1	24" LED (Non Wide) monitors				
2	Less: Buy back cost of existing computers monitors				
3	Net price				
4.					

**Certified that the above rates are inclusive of statutory taxes as may be applicable**

**Certified that I agree to all the terms & conditions of the tender document**

Signature of the Tenderer with seal

**UNDERTAKING**

1. I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed order of the office of the Director, GIS & RS Directorate, Survey of India, Hyderabad, and shall abide by them.
2. I/We also undertake that I/We have understood technical specifications mentioned in the mentioned in the Tender No. .... Dated \_\_\_\_\_ and shall conduct the work strictly as per the clauses of the tender document
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We also undertake that the spare/parts to be replaced/supplied will be in accordance with specifications given in Notice Inviting Tender and I/We shall be responsible for rejection / cancellation of contract if the replacement of parts/spares and the work are not found up to the mark or for civil/criminal proceedings if the materials replaced/supplied is found sub-standard.

**Date:**

**Place:**

**Signature of the Tenderer with stamp of the firm**



**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**Subject :-** Authorization for attending bid opening on ..... (date) in the tender for supply and installation 24” LED (Non Wide) monitors under buy back offer in GIS & RS Directorate, Survey of India, Uppal, Hyderabad.

Name:

Specimen Signature:

Signature of the Tenderer Or  
Officer authorized to sign the bid  
Documents on behalf of the Tenderer